


## Job Description

<b>Job Title: Careers, Employability and Enterprise Administrator</b>	<b>Post holder:</b>	
<b>Reporting To: Careers, Employability and Enterprise Director</b>		
 <pre> graph TD     A[Careers, Employability and Enterprise Director] --- B[Careers, Employability and Enterprise Administrator] </pre>		
<p><b>Main Purpose of Role/Overview:</b> The post holder will have responsibility for providing comprehensive administrative support to the Careers, Employability and Enterprise Director. This includes but is not limited to the current Careers Employability, and Enterprise Programmes: the Future Global Leaders Programme, Lucy Enterprise and the Life Sciences Community Programme.</p>		
<p><b>Main Responsibilities &amp; Duties:</b></p> <ol style="list-style-type: none"> <li>1. Assist with planning, delivery and review of Programmes, working closely with, and supporting, the Careers, Employability and Enterprise Director. Minute meetings and assist with compiling reports as required.</li> <li>2. Collaborate with the Communications &amp; Marketing team to promote Programmes and opportunities effectively and encourage recruitment, engagement and student satisfaction.</li> <li>3. Handle logistics including room/venue bookings, transport, catering, and AV equipment and prepare programme related materials.</li> <li>4. Monitor budgets, track expenditure, and provide regular reports to the Careers, Employability and Enterprise Director</li> <li>5. Update and maintain student records as required to note participation in the Programmes using College-wide and University-wide databases.</li> </ol> <p><i>The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as Programmes evolve or new Programmes are added and as required to support the work of the</i></p>	<p><b>Standards of Performance and Results:</b></p> <ol style="list-style-type: none"> <li>1. Programmes organised, successfully delivered and evaluated.</li> <li>2. Students and other stakeholders have clear and timely information relating to Programmes and relevant events.</li> <li>3. Students are equipped with relevant information and provided with responses in timely manner.</li> <li>4. Requirements arranged in advance, comprehensively and within budget. Materials and resources meet user needs.</li> <li>5. Ensuring all Programmes objectives are met and good relations with the Director maintained.</li> </ol>	



<p><i>Careers, Employability and Enterprise Administrator more generally. All employees are expected to work collaboratively to support the overall work of the College.</i></p>		<p>Working closely with the Development Office and responding to requests promptly and proactively.</p> <p>Accurate student data and compliance with University regulations and GDPR.</p>	
<p><b>Scope/size of role (budgets, people, etc):</b></p>			
<p><b>Significant internal/external relationships:</b> Careers, Employability and Enterprise Director, Careers, Employability and Enterprise Coordinator, FGLP Steering Group, Pastoral Team, Estates and Operations Teams, Finance Office, Communications and Marketing Team.</p>			
<p><b>Objectives (as per PDR) or key milestones :</b></p>			<p><b><u>Time duration:</u></b></p>
<p><b><u>Target/Objective:</u></b></p>			
<p><b>Date prepared:</b> <b>By whom:</b></p>		<p><b>Agreed by Manager:</b> <b>Agreed by post holder:</b></p>	